

State of California  
DUTY STATEMENT

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

<b>RPA Control No.#</b>		<b>C&amp;P Analyst Approval FA</b>		<b>Date</b> 8/5/2021
<b>Employee Name</b>		<b>Division</b> Metropolitan State Hospital		
<b>Position No / Agency-Unit-Class-Serial</b> 487-		<b>Unit</b> Nutrition Services		
<b>Class Title</b> Food Service Supervisor I		<b>Location</b> Presentation		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> <b>S15</b>	<b>WORK WEEK GROUP</b> <b>2</b>	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:**

Supervises, directs, instructs & assists Food Services Technician I/II (FST I/II) in performing their duties & responsibilities in the areas of tray line, dishwashing, cart transit, docking Aladdin carts & serving kitchens. Manages staffing to ensure maximum efficiency for tray line, dish washing & serving kitchens. Communicates effectively with all Presentation staff, supervisors, Production staff, office staff and management. Prepares FST I/II work schedules, cleaning assignments & ensures tray line is set up correctly before start. Checks equipment & writes work orders. Provides training to staff as new employee or continued training to staff as assigned or warranted due to performance issues.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
30 %	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Supervises, manages, and directs the responsibilities of staff working in presentation serving kitchens. Ensures on a daily basis that all Plan of Corrections (POCs) are being maintained, Hazard Analysis Critical Control Point (HACCP) standards are met, Nutrition Services policies &amp; Metropolitan's Administrative Directives (AD) are followed. Aladdin carts are docked correctly and functioning properly. Dining rooms are set up correctly, Breakfast/Lunch/Dinner (B/L/D) start on time, all condiments are available, along with Hour of Sleep (HS) snack, meal substitutes and beverages. Assess staffing needs in serving kitchens to ensure maximum service efficiency per daily presentation attendance.</p>
30 %	<p>Supervises, manages, and directs the responsibilities of staff working in presentation tray line, pre-dish and dish washing areas. Ensures on a daily basis that all POCs are being maintained, HACCP standards are met, Nutrition Services policies and Metropolitan's AD's are followed. Aladdin carts are filled with trays, stored in dispatch room, damage free and marked correctly with presentation serving kitchen destination. Correct food carts &amp; storage of food on accordion racks are pulled from the food bank correctly for each meal. 15 minutes before each tray line start will be a review of the menu &amp; confirmation that all menu items are available, along with all posted menu changes food items are available as well. Check textures of all food items on tray line before start of tray line service.</p>

30%	<p>Assess staffing needs of tray line, pre-dish &amp; tray line to ensure maximum service efficiency per daily presentation attendance. Run single tray line when necessary, especially breakfast, when short staffed and FSS I fills a position on the trayline or in dining room serving kitchens when shorted staffed. Completes Probationary Reports and/or Individual Development Plan (IDP) per scheduled dates for assigned staff. Completes progressive discipline process as needed concerning staff. Timekeeper for assigned staff, reviews 634s for accurate accounting of overtime, time off, call-ins, vacation etc. and then signs as authoring supervisor. With this information, fills out 681 time keeping form.</p> <p><b><u>MARGINAL FUNCTIONS</u></b></p>
10 %	<p>All other duties and special projects as assigned consistent with this classification.</p>
Other Information	<p><b>SUPERVISION RECEIVED</b></p> <p>Under the direction of the Assistant Director of Nutrition Services/Presentation</p> <p><b>SUPERVISION EXERCISED</b></p> <p>Up to and exceeding 15 Food Service Technician I's (Full &amp; Part-time)</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>KNOWLEDGE OF:</b> Principles, practices and trends of public and business food service administration, management and supportive staff services such as budgeting, personnel and management analysis; and government functions and organization; methods and techniques of effective leadership.</p> <p><b>ABILITY TO:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex food service managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with Director and Assistant Director of Nutrition Services or other interested parties on a wide variety of subject-matter areas during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.</p> <p><b><u>REQUIRED COMPETENCIES</u></b></p> <p><b>PHYSICAL</b></p> <p>The incumbent must possess the necessary physical, mental and cognitive abilities to perform the specialized analytical and physical work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to &amp; exceeding 25 pounds, lifting and carrying up to &amp; exceeding 25 pounds, and repetitive fine motor and hand motion. Being exposed to loud noises, changes in temperature up to and exceeding 80 degrees and below 32 degrees, slippery surfaces, uneven surfaces and unpredictable client behaviors.</p>

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**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Enforce all Equal Employment Opportunity (EEO) and Work Place Violence Policies.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

**CPR**

Maintains current certification.

**SITE SPECIFIC COMPETENCIES**

- Serve Safe Certified

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Provide supervisory consultation//direction in disciplinary matters

**LICENSE OR CERTIFICATION - not applicable****TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**WORKING CONDITIONS****EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality always.

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The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Revised 10/26/2020